

All positions are open equally to men and women.

CORRECTIONAL OFFICERS* work with adult offenders age 16 and over. Since the correctional officer has more contact with the inmate than any other staff, the job is an essential one in the rehabilitative process. It requires personal integrity, an impartial attitude, flexibility, and patience. Interaction with inmates, supervision and counseling are the main aspects of the job.

The actual functions of correctional officers differ, depending on the nature of the institution, e.g. minimum, medium, or maximum institution. Shift work is compulsory.

Educational Requirements: Secondary school graduation; preferably an undergraduate degree, with specialization in one of the social sciences, from a university of recognized standing, OR successful completion of a two year certificate program in the social service area at a College of Applied Arts and Technology.

PROBATION/PAROLE – PROBATION/AFTERCARE OFFICERS

Probation and Parole Officers deal solely with adults. Following recruitment, they receive orientation in the principles and practices of the work at the Court, the institution, and the community levels.

Officers prepare pre-sentence reports, including social and family histories, for the use of judges. They also supervise adults who are either completing probation or parole terms or have returned to the community from an institution, but are still the responsibility of the Ministry. Community investigation reports are prepared for the Parole Board and for Temporary Absence Committees. Officers involve themselves in volunteer programs in their respective communities. In addition, they have the responsibility of promoting community understanding and acceptance of the Ministry's methods and goals, as well as cooperating with other community social agencies.

Educational Requirements: Bachelor's degree, preferably in social sciences. Due to a larger number of applicants, previous related work experience and/or higher educational qualifications are helpful.

TEACHERS in the Ministry are qualified elementary and secondary school teachers and work on a regular teaching contract with good salary and fringe benefits. Ministry of Education curricula are used in all schools and teachers are encouraged to be innovative.

Educational Requirements: Basic Ontario Teaching Certification with special qualifications or interest in other areas is desirable.

TRADE INSTRUCTORS. There are three levels of trade instructors, with the level depending on the type of trade. Trade instructors, unlike vocational teachers, work as Civil Servants on a 12-month teaching year. Appropriate trade experience is required.

NURSES are members of the Health Care Team in each of our institutions. In a large institution a nurse may be a senior or head nurse in a leadership role providing direction, making decisions, evaluating, modifying, counseling, acting as a resource person, promoting the concept of health by example and through health education materials, discussions, and lectures.

Educational Requirements: *Head Nurse or Coordinator* – Baccalaureate in Nursing with post graduate diploma in Unit management, and/or public health experience preferred.

General Duty (N-2, N-3 classification) – post diploma course in psychiatric nursing would be an asset.

All nurses must hold current registration in Ontario, and psychiatric education or experience is preferred.

SOCIAL WORKERS are expected to work in a multidisciplinary program and perform a variety of functions within the Ministry's facilities. These include the provision of counseling services, serving on institutional and community committees, involvement in staff development, and participation in the intake, classification, and ongoing review of rehabilitative programs.

Social workers are employed in regional detention centres or correctional institutions. They may act as consultants in community programs, viz., probation and parole. Their duties involve interviewing and counseling residents and preparing case histories; contacting relatives, schools, and social agencies for assistance in the solution of problems. Initiating and participating in social therapeutic activity both inside and outside the institutions is an important aspect of their work.

Educational Requirements: M.S.W. or M.C.A.

PSYCHOMETRISTS provide psychological testing and test evaluation procedures for diagnostic and treatment purposes to residents of institutions, e.g., intelligence, aptitude, personality, and vocational tests. Psychometrists are also expected to provide psychological counseling under supervision and prepare case histories and evaluations. Psychometrists usually perform under the supervision of psychologists, but may also function as independent members of an institutional treatment team. Some staff development and research functions are also included in these positions.

Educational Requirements: M.A. in psychology. There are a limited number of positions for Honours B.A. in psychology.

OFFICE SUPPORT SERVICES – Secretarial, clerical and typing support staff perform an integral function in all Ministry institutions and field offices. Duties and responsibilities are varied, depending upon the classification, and positions range from those requiring basic level clerical duties, to supervisory clerical roles and personal secretaries to senior Ministry officials.

Educational Requirements: Grade 10, plus successful completion of the approved Civil Service Commission tests where applicable. Positions above entry level require previous experience.

For further information regarding the above positions, please contact:

Personnel Branch
Ministry of Correctional Services
2001 Eglinton Avenue East
Scarborough, Ontario M1L 4P1

LIST OF INSTITUTIONS BY REGION

ADULT CENTRAL REGION

Adult Training Centres

Brampton Adult Training Centre
Maplehurst Adult Training Centre

Correctional Centres

Maplehurst Correctional Centre
Mimico Correctional Centre
Ontario Correctional Institute, Brampton
Vanier Centre for Women, Brampton

Jails

Barrie Jail
Hamilton Detention Centre
Metropolitan Toronto East Detention Centre
Metropolitan Toronto West Detention Centre
Milton Jail
Orangeville Jail
Owen Sound Jail
Toronto Jail
Walkerton Jail

EASTERN REGION

Adult Training Centres

Rideau Adult Training Centre, Burritt's Rapids

Correctional Centres

Millbrook Correctional Centre
Rideau Correctional Centre, Burritt's Rapids

Jails

Brockville Jail
Cobourg Jail
Cornwall Jail
Lindsay Jail
L'Orignal Jail
Ottawa-Carleton Detention Centre, Ottawa
Pembroke Jail
Perth Jail
Peterborough Jail
Quinte Detention Centre, Napanee
Whitby Jail

WESTERN REGION

Adult Training Centres

Glendale Adult Training Centre, Simcoe

Clinic

Guelph Assessment and Treatment Unit

Correctional Centres

Burth Correctional Centre, Brantford
Guelph Correctional Centre

**Persons Interested in enquiring further regarding the above job classification should apply to the Regional Office closest to them. All Regional Offices are listed in this leaflet.*

Jails

Brantford Jail
Chatham Jail
Elgin-Middlesex Detention Centre
Guelph Jail
Kitchener Jail
Niagara Detention Centre, Thorold
Sarnia Jail
Simcoe Jail
Stratford Jail
Windsor Jail

NORTHERN REGION

Adult Training Centres

Monteith Adult Training Centre
Thunder Bay Adult Training Centre

Correctional Centres

Monteith Correctional Centre
Thunder Bay Correctional Centre

Jails

Fort Frances Jail
Haileybury Jail
Kenora Jail
Monteith Jail
North Bay Jail
Parry Sound Jail
Sault Ste. Marie Jail
Sudbury Jail
Thunder Bay Jail

REGIONAL OFFICES AND TELEPHONE NUMBERS

Personnel Administrator
Ministry of Correctional Services
Central Region
2 Dunbloor Rd., Suite 312
Islington, Ontario
M9A 2E4
(416) 248-3901

Personnel Administrator
Ministry of Correctional Services
Eastern Region
1055 Princess Street
Kingston, Ontario
K7L 1H3
(613) 544-0813

Personnel Administrator
Ministry of Correctional Services
Northern Region
229 Edmund Street
Sudbury, Ontario
P3E 1M1
(705) 675-7582

Personnel Administrator
Ministry of Correctional Services
Western Region
101B Holiday Inn Drive
Cambridge, Ontario
N3C 1Z3
(519) 658-5101

Personnel Administrator
Guelph Region
Guelph Correctional Centre
P.O. Box 3600
Guelph, Ontario
N1H 6P3
(519) 822-6571

Personnel Administrator
Milton/Oakville Region
Maplehurst Correctional and
Adult Training Centres
P.O. Box 10
Milton, Ontario
L9T 2Y3
(416) 878-8141

Personnel Administrator
Brampton Region
Ontario Correctional Institute
109 McLaughlin Road South
Box 1888
Brampton, Ontario
L6V 2P1
(416) 457-7050

Personnel Administrator
Peterborough Region
Ministry of Correctional Services
263½ George Street
Peterborough, Ontario
K9J 3G9
(705) 743-1624



Ministry of
Correctional
Services

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Government
Publications

Careers in Corrections

